

This form is applicable to all 4-year and 2-year institutions. Screen formats for data entry of these data items will differ from what is shown below.

Salaries and Fringe Benefits Survey, 2001-2002										SA
Part A - Length of Contract, Salaries and Rank of Full-Time Employees Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service										
Line No.	Faculty by Gender and Academic Rank	Contract Length								
		Less than 9/10 Month			9/10 Month			11/12 Month		
		Number	Salary Outlays	Average Salary	Number	Salary Outlays	Average Salary	Number	Salary Outlays	Average Salary
	Men									
1	Professor									
2	Associate professor									
3	Assistant professor									
4	Instructors									
5	Lecturers									
6	No academic rank									
7	Total Men (sum of lines 1-6)									
	Women									
8	Professor									
9	Associate professor									
10	Assistant professor									
11	Instructors									
12	Lecturers									
13	No academic rank									
14	Total Women (sum of lines 8-13)									
15	Total Instruction Combined with Research and/or Public Service Employees (sum of lines 7 and 14)									

Average salary columns and row totals will be generated by the system.

This survey is not applicable to your institution if **ALL** instructional faculty are: (1) employed on a part-time basis; (2) military personnel; (3) contribute their services (e.g., members of a religious order); (4) teach preclinical or clinical medicine.

This form is applicable to all 4-year and 2-year institutions. Screen formats for data entry of these data items will differ from what is shown below.

Salaries and Fringe Benefits Survey, 2001-2002						SA
Part B - Fringe Benefits of Full-Time Employees Classified as Primarily Instruction or as Instruction Combined with Research and/or Public Service						
Line No.	Fringe Benefits	Faculty on 9/10 month contract		Faculty on 11/12 month contract		
		Number covered	Expenditures	Number covered	Expenditures	
1	Retirement plans (other than Social Security) Vested within 5-years					
2	Vested after 5-years					
3	Medical /dental plans					
4	Group life insurance					
5	Other insurance benefits					
6	Guaranteed disability income protection					
7	Tuition plan Restricted (1) Yes (2) No					
8	Housing plan Restricted (1) Yes (2) No					
9	Social Security taxes					
10	Unemployment compensation					
11	Worker's compensation					
12	Other benefits in kind with cash options					
13	Total (sum of lines 1-12)	Not applicable		Not applicable		

Line 13 expenditure columns will be generated by the system.

This survey is not applicable to your institution if **ALL** instructional faculty are: (1) employed on a part-time basis; (2) military personnel; (3) contribute their services (e.g., members of a religious order); (4) teach preclinical or clinical medicine.

GENERAL INSTRUCTIONS — Faculty Salaries

PERIOD OF REPORT

This report requests data on full-time instructional faculty classified as **either**

- **Primarily Instruction** or
- **Instruction Combined with Research and/or Public Service**

and reported on the Employees by Assigned Position (EAP) component (see *Glossary* for definitions).

Include all those (as defined above) on the institution's payroll as of November 1, 2001 as well as those under contract but not yet in the payroll system.

Exclusions from reporting — This report is **not** applicable if ALL of your instructional faculty fall into one of the following categories:

- All instructional faculty are military personnel
- All instructional faculty contribute their services (e.g., are members of a religious order)
- All instructional faculty teach pre-clinical or clinical medicine
- All instructional faculty are employed on a part-time basis

Salaries data for instructional faculty at medical schools and free-standing medical schools should not be reported.

PART A – LENGTH OF CONTRACT, SALARIES AND RANK OF FULL-TIME FACULTY CLASSIFIED AS PRIMARILY INSTRUCTION OR AS INSTRUCTION COMBINED WITH RESEARCH AND/OR PUBLIC SERVICE

In reporting instructional faculty, include those members of the instruction/research staff who are employed full time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Also include full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment. Be sure to include —

- Full-time instructional faculty on sabbatical leave. Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.
- Full-time replacements for instructional faculty on leave without pay.
- Chairs of departments (if their principal activity is instruction). Report such faculty at their contracted faculty salary.

In reporting instructional faculty, the following apply —

- Additional stipends for administrative, managerial or other responsibilities should NOT be included in the salary calculation.
- When reporting instructional faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank."
- Instructional faculty should be reported as having less than 9-month, 9/10-month or 11/12-month salary contracts on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the following instructional faculty —

- Replacements for instructional faculty on sabbatical leave.
- Instructional faculty on leave without pay.
- Instructional faculty for pre-clinical and clinical medicine. (**NOTE** — Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
- Instructional faculty who are employed on a part-time basis.
- Instructional faculty (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions.
- Instructional faculty who, as members of military organizations, are paid on a different salary scale from civilian employees.
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.
- Undergraduate or graduate students who assist in the instruction of courses and have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

Faculty on less than 9-month contracts

Report the number of faculty who are on less than 9-month salary contracts. The term, less than 9-month salary contract, applies to individuals who are employed full time for less than 9 months.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on less than 9-month contracts.

Faculty on 9/10-month contracts

Report the number of faculty who are on 9/10-month salary contracts. The term, 9/10-month salary contract, applies to individuals who are employed full time for two semesters, three quarters, two trimesters, two 4-month sessions or the equivalent.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on 9/10-month contracts.

Faculty on 11/12-month contracts

Report the number of faculty who are on 11/12-month salary contracts. The term, 11/12-month salary contract, applies to individuals who are employed full time for 11 or 12 months.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on 11/12-month contracts.

PART B — FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10-MONTH AND 11/12-MONTH CONTRACTS

Report the projected fringe benefit expenditures, which will be paid by the institution, state and/or local government, to full-time instructional faculty during the full academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A.

Report fringe benefit expenditures for instructional faculty on 9/10-month contracts and 11/12-month contracts separately as requested in Part B. Report the number of faculty covered and the total expenditures for each benefit listed.

Fringe benefits are defined as cash contributions, in the form of supplementary or deferred compensation, other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When reporting expenditures for a fringe benefit, the number of persons receiving the benefit should also be reported. **NOTE: the number covered in Part B cannot exceed the number reported in Part A, except for Tuition plan.**

Types of Fringe Benefits

Retirement plans (other than Social Security) — Report contributions by the institution, state and local government toward retirement according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

- Report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan even though some faculty members may have been employed less than 5 years.
- Report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

Medical/dental plans — Report contributions to insurance plans which provide for hospital, medical, surgical or dental care.

Group life insurance — Report expenditures by the institution to support the group life insurance program.

Other insurance benefits (cafeteria plan) — Report contributions to insurance plans which cannot be reported separately for medical/dental plans and group life insurance (hospital, medical, surgical, dental care and group life insurance) or plans which provide employee selected care options.

Guaranteed disability income protection — Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.

Tuition plan — Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of faculty members to attend another institution or this institution.

If the tuition plan is available to all dependents of all faculty members to attend any institution of their choice, mark "No." If either of these conditions does not apply, mark "Yes."

The number covered by this benefit should be the number of faculty dependents receiving tuition, rather than the number of faculty members covered by this benefit. If the number of faculty dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate.

Housing plan — Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, mark "No." If the housing plan only applies to institution-owned housing, mark "Yes." If the number of faculty members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate.

Social Security taxes — If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 2001. This amount should include taxes for Medicare and Old-Age, Survivors and Disability Insurance (OASDI).

Unemployment compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Worker's compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Other benefits in kind with cash options — Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

Total — This number will be generated for you.

CONFIDENTIALITY OF DATA

The confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974), which amends Part A of the General Education Provisions Act by adding at the end thereof, a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below.

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the federal government."

The Freedom of Information Act requires that data retained by the federal government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public. Data cells containing salary outlays or fringe benefit expenditures for fewer than three individuals will be removed. The data base will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.